



The Legislative Administrator

Spring 2022

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of Legislative Clerks and Secretaries



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ASLCS

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President's Message

Greetings, ASLCS friends!

Spring has arrived! Not just because we've passed the Spring Equinox, but thankfully, because we are emerging from the COVID "winter" of the last two years. In September, we had our first in-person PDS since 2019, followed by the first NCSL Legislative Summit since the same year in November. Both meetings were well attended and provided attendees with professional development opportunities engaging in topics such as Emotional Intelligence, state legislative responses to COVID, and how technology is reshaping how we do our jobs.

On behalf of the members of our Society, I would like to thank our friends in Maine for being amazing hosts at the PDS in Portland! Additional thanks goes to Tim Carroll (MA) and the members of the Program Development committee for planning some outstanding sessions throughout the week. Finally, thank you to Tim Sekerak (OR) and Yolanda Dixon (LA) for filling in for me at the NCSL Summit in Tampa. I was unable to make the trip due to an illness and Tim covered the LSCC meeting and Yolanda the Lunch and Business Meeting. They exemplify what is best about the Society...that we are all here to help and support one another!

The last two years have profoundly affected the way we do our jobs, not just in our respective states, but also with the work of ASLCS. Paul Smith (NH) deserves our thanks for leading the Society for two years as we had to pause electing new leaders during the pandemic. His term was nontraditional, to say the least, but we certainly appreciate the work he did to keep things moving forward, as well as the work he started to address the issues that COVID presented.

Our Chair of Strategic Planning, Scott Kaiser (IL), and our Chair of Bylaws and Standing Orders, Susan Furlong (NV), will be working to consider what we have learned over the last two years and how it may be leveraged to make things better. They will examine continuity of leadership when unexpected changes occur, as well as how the Society gathers and shares information in light of recent advancements in technology. Additionally, as Associate members constitute the largest part of our membership, expanded roles and/or opportunities on Executive Committee will be considered.

I am pleased to announce that our Spring Meeting will take place April 29-May 1 in the "Venice of America," Fort Lauderdale, Florida. Our hotel is located on the famed Las Olas Boulevard, which connects downtown with the beach and includes restaurants, galleries, and shopping. I hope your schedules permit you to attend, as we continue the important work of the Society. I'll look forward to seeing you in the Sunshine State!

Being elected President of ASLCS is incredibly humbling, and I am grateful for the opportunity to serve. As we continue on our course to return the Society's activities to normal, I will be relying on your feedback and input to help lead ASLCS in an informed manner. Thank you to all who have stepped up to serve as chairs and vice chairs, and of course our Executive Committee. It will be a busy year, but I am confident we will still find opportunities to have fun!

Brad Young
Clerk of the Ohio House of Representatives
ASLCS President



2021-2022 Executive Committee



**President
Brad Young**
Clerk
Ohio House of
Representatives



**President-Elect
Tim Sekerak**
Clerk
Oregon House of
Representatives



**Secretary-Treasurer
Carrie Maulin**
Chief Clerk
Idaho House of
Representatives



**Associate Vice-President
Ali Sagraves**
Assistant Clerk/Committee Clerk
Ohio House of
Representatives



**Elected
Principal Member
Yolanda Dixon**
Secretary
Louisiana Senate



**Elected
Associate Member
Ron Smith, II**
Assistant Clerk
Louisiana House of
Representatives



**Appointed
Principal Member
Dana Rademan Miller**
Chief Clerk & Administrator
Missouri House of
Representatives



**Appointed
Principal Member
Rob Hunt**
Clerk
Maine House of
Representatives



**Appointed
Associate Member
Ann Marie Walp**
Senior Policy Advisor
Tennessee Senate



**Appointed
Associate Member
Joshua Babel**
Assistant Chief Clerk
Arizona House of
Representatives



**Immediate
Past President
Paul Smith**
Clerk
New Hampshire House of
Representatives



**Immediate Past Associate
Vice-President
Jay Braxton**
Assistant Clerk
Virginia House of
Delegates

Site Selection Committee Meeting Minutes

2021 ASLCS Professional Development Seminar
Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the Site Selection Committee was called to order on Oct. 6, 2021 by Nanette Mitchell (Tenn.), Chair.

Attendance

The following members of the committee were present: Chair Nanette Mitchell (Tenn.), Vice-Chair Jeryn Vesperat (Wis.), Vice-Chair Jackie Scott (Va.), Susan Kannarr (Kan.), Barrett Dudley (Ark.), Obie Rutledge (Ore.), Tim Sekerak (Ore.), Jen Novak (Idaho), Marshall Long (Ala.), Ann Marie Walp (Tenn.), Donna Schulte (Mo.), Steven Marshall (Vt.), Lacy Ramirez (Ore.), J.W. Wiley (La.), Sue Morain (La.), Dr. Tammy Wehrle (Wis.), Angela Smith (La.), Kristin Canterbury (W.Va.), Lucy Hepburn-Darris (Mo.), Colleen Rust (Wash.), Jason Hataway (Nev.), Susan Aceves (Ariz.), Heather Fahey (Ariz.), Ellen Thompson (Wyo.), Darek Grant (Maine), Daniel Hicks (Tenn.), Tara Jenkins (Tenn.), Sarah Schaben (Mo.), Alona Tate (Vt.), Greg Glass (Tenn.), Jake Rose (Tenn.), Sarah Bannister (Wash.), and José Rodríguez-Amorós (P.R.). Approval of Minutes.

Approval of Minutes

Upon motion by Susan Kannarr (Kan.), seconded by Jennifer Novak (Idaho), minutes from the Spring Meeting in Boston were approved.

New Business

Arkansas update: Chair Nanette Mitchell thanked Maine for the great job hosting and recognized Barrett Dudley (Ark.) for an update on the upcoming PDS in Little Rock, Arkansas to be held in September 2022. The tentative dates are Sun. Sept. 18 through Fri. Sept. 23. About half of the fundraising goal has been met. The Marriott Hotel downtown location has been selected, and activities include a visit to the Governor's Mansion, and to the Clinton Library.

Oregon update: Chair Nanette Mitchell recognized Tim Sekerak (Ore.) and Obie Rutledge (Ore.) for an update on the meeting. Oregon was originally planning to host in 2021, but due to pandemic, they switched to 2023, but nothing has been approved by the ASLCS Executive Committee. Discussion was opened up to the Site Selection Committee for feedback on Oregon hosting in Eugene, Portland, or the coast. The committee discussed airport, hotels/convention centers and proximity to the capitol in Salem. It was decided Eugene is going to be the choice recommended to the Executive Committee. They are looking at dates in mid-September while the weather is still good.

Upon motion by Steve Marshall (Vt.), seconded by Susan Kannarr (Kan.), the committee adopted a formal recommendation to the Executive Committee for Oregon to host in 2023.

Host State Manual Additions: Darek Grant (Maine) is going to provide information to insert in the host state manual on the Maine Host State Committee's experience planning for hosting in 2020 and having to rework the PDS into 2021.

Discussion of upcoming host states: We need a host state for 2024. There may be some interest hosting in West Virginia; Lee Cassis will explore the possibility. There was potential interest in Wyoming and Colorado combining efforts to host, and further discussion will take place on whether or not this can happen in 2024 or 2025.

Adjournment

Upon a motion by Susan Kannarr (Tenn.), seconded by Jeryn Vesperat (Wis.), the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Nanette Mitchell (Tenn.), Chair

Inside the Legislative Process Committee Meeting Minutes

2021 ASLCS Fall Business Meeting
Portland, Maine
Wednesday, October 6, 2021

Call to Order

Meeting called to order at 3:20 p.m. by Chair Erin Gillitzer (Wis.).

Attendance

The following members were present: Erin Gillitzer (Wis.), Chair, Rhonda Schierer (Ky.), Vice Chair, India Steinbaugh (Fla.), Aimee Pugh (Ala.), Adanna Hydes (Ky.), Jamie Oswalt (Ala.), Bre O'Leary (Wash.), Jessica Tupper (Minn.), Buck Clark (Miss.), Jake Rose (Tenn.), Katie Mechlin (Mo.), John Hollman (Ill.), Frances Canavan (Va.), Morgan Tripamer (Mo.), Betsy Ann Wrask (Vt.), Lee Woodard (Fla.), Shasta Kruse (Fla.), and Nadia Zylawy (Mont.).

Guests in attendance: Holly South (NCSL).

Approval of Minutes

Minutes of the June 5, 2021 meeting were approved.

Old Business

Holly South discussed the traditional process of the Inside the Legislative Process surveys in the past and the small portion of chambers who responded due to the length of them. The lack of response made it difficult to make helpful analysis. The Legislative Process survey stopped in 2010.

A question was asked if there is an Index to put on a website. Holly stated that she can provide the compilations available from the surveys to members who request them.

Adanna Hydes stated that the Inside the Legislative Process survey might not have gotten a great response due to the fact that it took three or four staff to get the survey completed. Multiple staff covered different parts of the process for the survey. This meant all of the staff had to follow up and complete what pertained to their position or it would not get finished.

The ListServ was discussed.

New Business

The committee discussed the fact that the previous survey was long and it was 11 years old. Erin Gillitzer suggested a smaller survey requesting information over the past 18 months that would be a more focused and updated survey. Members agreed that a smaller, more specific, survey would most likely get a greater response as it would be easier to navigate. Members also discussed that it would be helpful having a survey that was discussing the past 18 months considering the complications we have all faced as well as new, creative, and improved ways we have implemented during COVID pandemic and if some will be sustained once we move past the pandemic.

Adjournment

Meeting adjourned at 3:40 p.m.

Respectfully submitted,

Erin Gillitzer (Wis.), Chair

Rhonda Schierer (Ky.), Vice Chair, Minutes Recorder

Technology Committee Meeting Minutes

2021 Professional Development Seminar
Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the Membership and Communication committee was called to order at 3:20 p.m. by Jay Jacobs (Ky.), Vice Chair.

Attendance

The following members of the committee were present: Jay Jacobs (Ky.), Vice Chair; Rebecca Silbernagel (Vt.), Vice Chair; Jeffery Beighley (Wis.), Andrew Carpenter (Colo.), Joy Engelby (Mo.), Meggan Foesch (Wis.), Michelle Fontenot (La.), Roberto Lusanta (Nev.), Julie Martyn (Wis.), and Brittany Yunker Carlson (Wash.).

Other members in attendance included: Scott Kaiser (Ill.) and Bonnie Hoffecker (Nev.).

Michael Queensland (Wis.), Chair, was in attendance via Zoom.

Approval of Minutes

Upon motion by Joy Engelby (Mo.) and seconded by Jeffery Beighley (Wis.) the minutes from the 2019 Fall Professional Development Seminar, the 2020 Spring Business Meeting, and the 2021 Spring Business meeting were approved.

Old Business

The concurrent session for the 2021 PDS was discussed and reviewed. After an open discussion it was suggested that there be fewer panelists and each panelist be given more time to talk and a set amount of time and that the time be monitored so that everyone gets an opportunity to speak.

New Business

Jay Jacobs briefed the committee on the Facebook responsibilities for the ASLCS Facebook group and that the administrators for the group will be the current Chair and Vice Chairs of the Technology Committee. It was also discussed that the Facebook group should be utilized more for announcements within the Society.

Jay Jacobs spoke about the new David A. Ward Technology and Innovation Scholarship, which assists Associate members with costs associated with at-

tending the PDS. The David A. Ward Technology and Innovation Scholarship will be awarded annually to no more than two Associate members of the Society and funded from the Professional Development Revolving Account. The scholarship will be in the amount of \$1,500 for a single recipient or \$750 for each of two recipients. In order to afford an opportunity for as many as possible to receive a scholarship, those awarded a scholarship will not be eligible in future years.

The Technology Committee shall review the applications and recommend an applicant or applicants to the Executive Committee. The Scholarship selection committee was discussed and determined that a five-member panel will be created to select and make recommendations to the Executive Committee. After discussion from the members present it was determined that the five-member selection committee will be as follows: Michael Queensland (Wis.), Chair; Jay Jacobs (Ky.), Vice Chair; Rebecca Silbernagel (Vt.), Vice Chair; Meggan Foesch (Wis.), and Brittany Yunker Carlson (Wash.).

Jay Jacobs asked the group for ideas for the 2022 PDS Concurrent session and the following ideas were mentioned:

Pandemic technology implementation that will stick around post pandemic.

How much does the Tech cost? Explore and discuss the financial impact on States who embraced technology enhancements to stay safe and remain open for business.

It was also discussed to possibly integrate a mix of panel discussion and breakout and to possibly move the Legislative Expo to the afternoon and have the concurrent prior to lunch on the same day and potentially have the panelist(s) be able to give demos or more information during the Expo.

Adjournment

Upon a motion by Jeffery Beighley (Wis.) and seconded by Joy Engelby (Mo.) the meeting was adjourned.

Respectfully submitted,

Michael Queensland (Wis.), Chair

Jay Jacobs (Ky.), Vice-Chair, Minutes Recorder

International Communication and Development Committee Meeting Minutes

2021 ASLCS Professional Development Seminar
Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the International Communication and Development Committee was called to order by Obie Rutledge (Ore.), chair.

Attendance

The following members of the committee were present: Obie Rutledge (Ore.), chair, Lee Cassis (W.Va.), Yolanda Dixon (La.), Susan Furlong (Nev.), Jada M. Lark (V.I.), Melissa Mapes (Minn.), Steven Marshall (Vt.), Maureen Maynard (V.I.), Katie Mechlin (Mo.), Nanette Mitchell (Tenn.), Jennifer Novak (Idaho), Lacy Ramirez (Ore.), Sherry Rodriguez (Nev.), Jose Rodriguez-Amorós (P.R.), Colleen Rust (Wash.), Paul Smith (N.H.), Morgan Tripamer (Mo.), Jessica Tupper (Minn.), Dr. Tammy Wehrle (Wis.), Emily White (Mo.), and BetsyAnn Wrask (Vt.).

Approval of Minutes

Upon motion by Paul Smith (N.H.), seconded by Susan Furlong (Nev.), the minutes from the committee meeting held at the 2021 Spring Meeting in Boston were approved.

New Business

Obie Rutledge (Ore.) asked our new members from the Virgin Islands and Puerto Rico to introduce themselves. Jada Lark (V.I.), Maureen Maynard (V.I.), and José Rodríguez-Amorós (P.R.) introduced themselves, and spoke on the current political and social climates of their respective legislatures.

The Chair recognized Brad Young, ASLCS President, who spoke for a few minutes, introducing himself, and stating his goal to see our committee continue to reach out to more international colleagues, particularly the Israel Legislature.

Chair Rutledge went over the purpose statement of the committee to members and stated the responsibility of the committee to provide an updated international directory annually.

The Chair discussed the difficulties that COVID imposed with the goals of our committee. 2019 had been a successful year as our colleagues from Wales and Scotland had been able to attend that year's PDS. Obie stated he will continue to foster those relationships. Obie then reported his goal to reach out to other global legislatures, with particular interest in making contact with Germany. He stated language could be a barrier. A discussion followed on other possible countries to contact. Obie recognized Paul Smith (N.H.) who discussed fostering a relationship with Westminster. Obie recognized José Rodríguez-Amorós (P.R.) who brought up the possibility of inviting other Latin American parliaments as many have similarities with our legislatures. A short discussion on language barriers and translation services ensued. Obie recognized Jada Lark (V.I.), who brought up the possibility of using ZOOM and its closed captioning function as an option to communicate with other countries. Obie acknowledged it as an option but spoke on how one of the purposes of the Professional Development Seminar is to foster relationships face-to-face.

Goals going forward: Paul Smith (N.H.) will reach out to Westminster. Obie will research the Israel Legislatures. Jen Novak (Idaho) will make contact with Germany.

Finally, Obie recognized and thanked our colleagues in Ottawa for providing our committee with an accurate French translation of our International Directory. Obie then spoke to the committee about the difficulties we have had contacting SALSA. The committee agreed to consider removing them from our directory. The 2022 International Directory will be scheduled to be updated and published on our website by February 2022.

Adjournment

Upon a motion by Paul Smith (N.H.), seconded by Jen Novak (Idaho), the meeting was adjourned.

Respectfully submitted,

Lacy Ramirez (Ore.)

ASLCS LEGISLATIVE ADMINISTRATOR COMMITTEE MEETING MINUTES

Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the Legislative Administrator Committee was called to order at 3:45 p.m., by Sarah Bannister (WA), Chair.

Attendance

The following members of the committee were present: Chair, Sarah Bannister (WA), Vice Chair, Jamie Oswalt (AL), Aimee Pugh (AL), Annette Biamonte (NV), Jon Bellamy (FL), Bonnie Hoffecker (NV), Michelle Fonterist (CA), Buck Clarke (MS), Nadia Zylawy (MT), Megan Selin Allen (UT), Jason Hatway (NV), Scott Kaiser (IL), Alona Tate (VT), and Bre O'Leary (WA).

Approval of Minutes

Upon motion by Bre O'Leary (WA), seconded by Nadia Zylawy (MT), the minutes of the last meeting were approved.

Discussion

Chair Sarah Bannister (WA) welcomed everyone to the meeting and opened with ...I hope you remember what all you said!

Jamie Oswalt (AL) explained the programs used for designing the issues and how they are put together. Bre O'Leary (WA) volunteered to design the upcoming issue of the Legislative Administrator that will feature the Fall meeting in Maine.

Discussions were had on PDF issue options (which it is now confirmed that the digital copy is on the ASLCS/NCSL website).

We discussed printing issues and how that is typically done. Jon Bellamy (FL) said he would ask his state if printing the fall issue would be a possibility and it was announced that any potential volunteers for printing in their state should contact the Chair.

Adjournment

Upon a motion by Scott Kaiser (IL), seconded by Jon Bellamy (FL), the meeting was adjourned at 4:10 p.m.

Membership and Communication Committee Meeting Minutes

2021 ASLCS Professional Development Seminar
Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the Membership and Communication Committee was called to order at 2:52 p.m. by Angela Smith (La.), Chair, who thanked Past Chair Jay Jacobs (Ky.) for his hard work and welcomed everyone to the meeting.

Attendance

The following members of the committee were present: Angela Smith (La.), Chair, Barrett Dudley (Ark.), Vice Chair, Meggan Foesch (Wis.), Vice Chair, Heather Fahey (Ariz.), Erin Gillitzer (Wis.), Daniel Hicks (Tenn.), John Hollman (Ill.), Jay Jacobs (Ky.) Susan Kannarr (Kan.), Julie Martyn (Wis.), Susan Aceves (Ariz.), Rebecca Silbernagel (Vt.), Ellen Thompson (Wyo.), Carrie Maulin (Idaho), Rhonda Schierer (Ky.), Adanna Hydes (Ky.), and Gretchen Overbey (La.).

Also present: Jon Bellamy (Fla.) and Holly South (NCSL).

Approval of Minutes

Upon motion by Barrett Dudley (Ark.), seconded by Carrie Maulin (Idaho), the minutes from the Spring meeting, held on Saturday, June 5, 2021, in Boston were approved.

Old Business

Chairman Angela Smith asked Jay Jacobs where we were with the idea of giving handwritten notes to new members. Jay Jacobs stated he believed it fell through the cracks due to Covid-19. At the 2019 PDS in Seattle, there was a conversation about how the

welcome notes would work. Barrett Dudley (Ark.) would take the lead on the welcome notes, and to hopefully have them in effect for the next meeting. After the Seattle PDS, Jay Jacobs (Ky.) did ask mentors to reach out to their new members. Angela Smith (La.) stated she liked the idea of handwritten notes and the committee agreed. We will move forward with the idea. Angela Smith said that we need to have good mentors who will continue to follow up with a new attendee after the PDS, to which Jay Jacobs agreed. Jay Jacobs (Ky.) stated he will send out a mass email to all of the New Member Sponsors for this PDS and request they follow up with their new attendee. Erin Gillitzer (Wis.) volunteered to help with the welcome notes for the next PDS. We will need additional volunteers for the next PDS to help with the notes.

Only nine people turned in their badges for the pin count, and the committee will look for a way to get more people involved.

Angela Smith (La.) enjoyed the Welcome meeting for the new members and their mentors. The timeframe was good. Angela Smith would like to continue with that format for next year in Little Rock, possibly adding to it. Jeryn Vesperat (Wis.) stated that she was happy it was on Sunday before any other meetings took place.

New Business

Angela Smith stated that she would like to have the pin/card count added to the agenda since it seemed that new members are confused as when and where to turn them in. Susan Kannarr (Kan.) will note that in her program development committee meeting.

We discussed how to get more people involved with

Membership and Communication Committee Meeting Minutes (continued)

the pins. John Hollman (Ill.) brought six different pins to distribute. Jay Jacobs (Ky.) had an idea to get 6 or so special pins to give to the Executive Committee to hand out to the new members, perhaps a new member they think would do well in the Society. The members who get the new pins win a prize.

Angela Smith (La.) talked about the ASLCS Facebook page and how we should promote it and get more people to join.

We discussed the possibility of e-membership for states that cannot afford to travel. It would be at a discounted cost and they would still be considered members. We also discussed offering the PDS at a discounted cost and allowing the plenary sessions to be available via Zoom. Jeryn Vesperat mentioned that there may be some copyright issues with the plenary speakers, and this may not be a viable option at this time. Barrett Dudley thought that maybe we could offer the breakout Sessions and/or concurrent sessions since they are provided by the membership and no copyright issues would exist. In our next PDS session, we could possibly do a pilot test of the idea. Barrett believes that the committee rooms and chamber in Little Rock have these capabilities and he would check on this. Angela Smith stated that there are some issues that could arise, e.g., How would they attend - Zoom?; Who would staff the computers for it? We would like to brainstorm and vet this a bit more in Tampa. We also would need to know early enough to present it to the Executive Committee so it could be added to the budget. It might not be feasible at this time. We discussed future meetings, possibly the breakout sessions and making them livestreamed or making a video link made available.

Adjournment

Upon motion by Meggan Foesch (Wis.), seconded by Jeryn Verset (Wis.), the meeting was adjourned.

Respectfully submitted,

Angela Smith (La.), Chair

Meggan Foesch (Wis.), Vice Chair, Minutes Recorder

Support Staff Committee Meeting Minutes

2021 ASLCS Professional Development Seminar
Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the Support Staff Committee was called to order by Josh Babel (Ariz.), chair.

Attendance

The following members of the committee were present: Josh Babel (Ariz.), chair; Jeff Beighley (Wis.), vice chair; Becky King (Ky.), vice chair; Lucy Hepburn-Darris (Mo.), Roberto Lusanta (Nev.), Ali Sagraves (Ohio), Greg Glass (Tenn.), Donna Schulte (Mo.), Jacqueline Scott (Va.), J.W. Wiley (La.), Tara Jenkins (Tenn.), Brittany Yunker Carlson (Wash.), Joy Engelby (Mo.), Christi Impastato (La.), Kristin Canterbury (W.Va.), Jake Rose (Tenn.), Ron Smith (La.), and Jeanine Wittenberg (Nev.).

Also present: President-Elect Brad Young (Ohio).

Approval of Minutes

Chair Josh Babel with unanimous consent asked that the minutes from the 2019 Fall PDS, 2020 Spring/Summer Virtual Committee Meeting, and the 2021 Spring Business Meeting, be taken up en masse. Upon a motion by Ron Smith (La.), and seconded by Jacqueline Scott (Va.), the minutes were approved.

Old Business

Chair Josh Babel provided an update on the Associate Exchange Program (AEP). There are approved associates waiting to travel from 2019 who have not completed the program due to COVID restrictions. The chair also discussed utilizing a subcommittee for the 2022 AEP applicants. Ron Smith (La.) and Ali Sagraves (Ohio) discussed their experiences in the program.

Chair Josh Babel stressed completing the surveys for the staff breakouts and the committee discussed the possibility of another Virtual Staff Breakout in late Winter/early Spring. There was unanimous support among the committee that the virtual breakouts were positive. Becky King (Ky.) and Jeff Beighley (Wis.) raised concerns about sponsors being present during staff breakouts.

President-Elect Brad Young offered remarks about the Associate Exchange Program, Staff Breakouts, Mentorship Program, and the Legislative Expo.

The next topic was the concurrent sessions. The chair notified the committee to start thinking about what sessions they would like to see and that communication will be done by email for gathering ideas.

Chair Josh Babel appointed Becky King (Ky.) to head up a subcommittee for programming the Legislative Expo.

There was little discussion on the Mentorship Program since the previous Support Staff subcommittee tasked with establishing certain criteria and how to implement it has completed their work and presented it to the Executive Committee.

New Business

Brittany Yunker Carlson (Wash.) and Ali Sagraves (Ohio) provided feedback about the Legislative Expo and discussed moving the Expo to a later time slot in the day to encourage more participation.

Adjournment

There being no further business before the committee, upon a motion by Ali Sagraves (Ohio), and seconded by Jacqueline Scott (Va.), the meeting was adjourned.

Respectfully submitted,

Jeff Beighley (Wis.), Vice Chair

Canadian-American Relations Committee Meeting Minutes

2021 ASLCS Professional Development Seminar
Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the Canadian-American Relations Committee was called to order at 4:21 p.m. by Yolanda Dixon (La.), Chair.

Attendance

The following members of the committee were present: Yolanda Dixon (La.), Susan Furlong (Nev.), Jason Hataway (Nev.), John Hollman (Ill.), Steven Marshall (Vt.), Carrie Maulin (Idaho), Nanette Mitchell (Tenn.), Ali Sagraves (Ohio), Rebecca Silbernagel (Vt.), Jen Storie (Utah), Dr. Tammy Wehrle (Wis.), and Emily White (Mo.).

Approval of Minutes

Upon a motion by Steve Marshall (Vt.), seconded by Carrie Maulin (Idaho), and without objection, the minutes of the last meeting held June 5, 2021, during the Spring Meeting in Boston, Massachusetts, were approved.

Old Business

President Brad Young (Ohio) welcomed members to the committee and commented that due to various travel restrictions, the 2021 Joint Canadian-American meeting in Canada and the CATTs meeting have been postponed.

Emily White (Mo.) stated that the CATTs meeting in 2022 may be held in Prince Edward Island.

New Business

Committee discussed dates and possible sites for the next Joint Canadian-American meeting.

Emily White (Mo.) mentioned that Nunavut might be willing to host a Joint Canadian-American meeting.

Nanette Mitchell (Tenn.) offered that Nashville, Tennessee is willing to host a Joint Canadian-American meeting.

Other locations mentioned were: Las Vegas, Nevada; New Orleans, Louisiana; Puerto Rico.

The Host State Manual should be located and updated to assist in hosting joint meetings.

Adjournment

Upon a motion by Nanette Mitchell (Tenn.), seconded by Susan Furlong (Nev.), the meeting was adjourned at 4:32 p.m.

Respectfully submitted,

Yolanda Dixon (La.), Chair

Professional Journal Committee Meeting Minutes

The Journal of the American Society of Legislative Clerks and Secretaries, known as the Journal or the Professional Journal, publishes articles on parliamentary procedure, management, technology, and other topics of interest to legislative staff.

2021 Fall Professional Development Seminar
Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the Professional Journal Committee was called to order by Joy Engelby (Mo.).

Attendance

The following members of the committee were present: Joy Engelby (Mo.), Megan S. Allen (Utah), Nadia Zylawy (Mont.), Betsy Ann Wrask (Vt.), Aimee Pugh (Ala.), Jamie Oswalt (Ala.), Frances Canavan (Va.), Morgan Tripamer (Mo.), Katie Mechlin (Mo.), Julie Martyn (Wis.), and Brittany Yunker Carlson (Wash.).

Approval of Minutes

Without objection, the minutes from the 2020 video-conference were approved.

Old Business

During the old business discussion, we named off the sub-committees and defined them and the purpose of the Professional Journal to the new committee members in attendance. Also discussed was the upcoming release of the 2021 volume later this year.

New Business

We discussed ideas on how to recruit authors for future articles. Along with all the potential for COVID-related articles involving procedural and technological changes, others mentioned were: reaching out to presenters of concurrent sessions to see if they can expand on their presentations and possibly enhance those topics into articles; asking for article ideas and promoting the Journal on the ASLCS group Facebook page; and generating ideas from some of the questions posted to the ASLCS Listserv.

Adjournment

Upon a motion by Julie Martyn (Wis.), seconded by Brittany Yunker Carlson (Wash.), the meeting was adjourned.

Respectfully submitted,
Joy Engelby (Mo.)

Program Development Committee Meeting Minutes

2021 ASLCS Professional Development Seminar
Portland, Maine
Wednesday, October 6, 2021

Call to Order

The meeting of the Program Development Committee was called to order by Susan Kannarr (Kan.), Committee Chair.

Attendance

The following members of the committee were present: Jackie Scott (Va.), Ron Smith (La.), Paul Smith (N.H.), Buck Clarke (Miss.), Jose Rodriguez-Amoros (P.R.), Lacy Ramirez (Ore.), Lucy Hepburn-Darris (Mo.), Donna Schulte (Mo.), Sarah Schaben (Mo.), Christi Impastato (La.), J.W. Wiley (La.), Sue Morain (La.), Jay Jacobs (Ky.), Kristin Canterbury (W.Va.), Jeff Beighley (Wis.), Josh Babel (Ariz.), Susan Aceves (Ariz.), Heather Fahey (Ariz.), Tara Jenkins (Tenn.), Jake Rose (Tenn.), Annette Biamonte (Nev.), Jeanine Wittenberg (Nev.), Ellen Thompson (Wyo.), Roberto Lusanta (Nev.), Sherry Rodriguez (Nev.), Greg Glass (Tenn.), Alona Tate (Vt.), Bonnie Hoffecker (Nev.), Bre O'Leary (Wash.), Jeryn Vesperat (Wis.), Daniel Hicks (Tenn.), Rhonda Schierer (Ky.), and Adanna Hydes (Ky.).

Also present: Holly South (NCSL).

Approval of Minutes

Chairperson Kannarr announced that the minutes from the Spring Meeting were not available to adopt but would be available for the committee meeting at the NCSL Summit in November.

Old Business

The committee discussed the current PDS and evaluated what seemed to be working or needed improvement. The schedule of the New Attendee Orientation received significant discussion. In general, committee members thought the format of a social mixer the opening night of the meeting was successful and well attended. Some discussion was had about arranging for a second opportunity for sponsors and their new attendees to meet on the first full day of the meeting to account for late-arriving attendees. A suggestion was made that perhaps this could be done as a designated table at breakfast to allow people to meet without needing to find room in the schedule for another session.

New Business

The committee discussed plans for the 2022 Professional Development Seminar to be held September 18-23, 2022, in Little Rock, Arkansas. Chairperson Kannarr noted that the schedule will return to the longer format PDS so there will be additional programming slots to fill compared with this year.

Chairperson Kannarr mentioned the possibility of a presentation from the Clerk of the U.S. House of Representatives Cheryl Johnson. The ASLCS liaison, Holly South, has been in contact with Ms. Johnson regarding other speaking engagements and could be a good source to connect

with her. Paul Smith (N.H.) suggested the possibility of approaching the U.S. Senate Parliamentarian.

The committee discussed that although Dr. Furman appeared to be very popular for this PDS, other speakers should be considered for 2022 to avoid overuse and maintain variety.

The chairperson asked members to submit other ideas for plenary speakers and concurrent sessions.

The results of the evaluation for this year's PDS will be shared with members once the results are collected to help with planning for 2022.

ASLCS President Brad Young addressed the committee. He thanked committee members for volunteering to craft the program for the coming year. Among other comments he asked the committee to look at the timing of the Legislative Expo and consider a non-breakfast timeslot, such as a late afternoon reception event on a night with no planned dinner.

Adjournment

Upon a motion by Paul Smith (N.H.), seconded by Jay Jacobs (Ky.), the meeting was adjourned.

Respectfully submitted,

Susan Kannarr (Kan.), Committee Chair

Site Selection Committee Meeting Minutes

2021 NCSL Legislative Summit
Tampa, FL
Tuesday, November 2, 2021

Call to Order

The meeting of the Site Selection Committee was called to order at 1:18 p.m. by Sarah Bannister (Wash.).

Attendance

The following members of the Committee were present: Sarah Bannister (Wash.), Ann Cornwell (Ark.), Sabrina Lewellen (Ark.), José Rodríguez-Amorós (P.R.), Tim Sekerak (Ore.), Angela Smith (La.), Kathy White (Mo.), and Keri Wolters (Mo.).

Approval of Minutes

Ann Cornwell (Ark.) moved, seconded by Angela Smith (La.), that the minutes from the previous committee meeting be adopted, and the motion prevailed after been read by Sarah Bannister (Wash.).

New Business

Tim Sekerak (Ore.) reported that the Executive Committee approved Oregon's proposal to host the 2023 PDS in Eugene, Oregon. He also reported that the dates will be established as soon as the hotel is confirmed. He also explained that it must be determined if it is going to be a long or a short meeting. Fundraising for the 2023 PDS has not started. Tim also mentioned that 2023 marks the 80th anniversary of the Society, and this will be the central theme of the PDS.

Ann Cornwell (Ark.) gave a report on the 2022 PDS, which will be held in Little Rock, Arkansas. Fundraising is halfway to the goal, including in-kind contributions. The PDS will be held from September 18-23. A preliminary agenda was presented that includes two Plenary Sessions; four Concurrent Sessions; as well as times allocated for: New Attendee Orientation; 2030 Mason's Manual Commission meeting; the Business Meeting; Nominating Committee meeting; two Executive Committee Meetings; Internal Audit Committee meeting; "A", "B", "C" and Special Committee meetings; an Opening Night Reception; two offsite receptions and dinners (Governor's Mansion and the Clinton Library); and the State Dinner.

The 2024 PDS and 2025 PDS were briefly discussed. There is no information about West Virginia or Colorado-Wyoming, who are candidates to host those events. The Host State Manual is available. Anyone who wants to consult it should contact Chair Nanette Mitchell (Tenn.).

Adjournment

At 2:00 p.m., on motion of Ann Cornwell (Ark.), seconded by Angela Smith (La.), the meeting adjourned.

Respectfully submitted,
Sarah Bannister (Wash.)

Membership and Communication Committee Meeting Minutes

2021 NCSL Legislative Summit
Tampa, FL
Tuesday, November 2, 2021

Call to Order

The meeting of the Membership and Communication Committee was called to order at 2:05 p.m. by Angela Smith (La.), Chair.

Attendance

The following member(s) of the committee were present: Angela Smith (LA), Chair; Morgan Barton (Mo.).

Approval of Minutes

The minutes from the 2021 PDS held in Portland, Maine on October 6, 2021, were emailed to the members of the Membership and Communication Committee on Monday, October 25, 2021. There were no questions or concerns regarding the minutes, therefore, on motion of Morgan Barton (Mo.), the minutes were approved, without objection.

Old Business

Chairman Angela Smith (La.) gave the follow-up on the handwritten notecards. Currently, we have the quotes for the notecards. Angela Smith will submit the proposal to the Executive Committee for approval. Once approved, Angela Smith will place the order. We also discussed what would be the proper return address to place on the envelopes, and have decided to defer to the Executive Committee on whether to leave it blank, so the persons writing the card can use their own addresses or use the NCSL Denver address. Morgan Barton (Mo.) mentioned that she thought it would be a great idea to use these blank notecards in any fashion the Presidents of the Society would like.

Angela Smith reviewed the suggestion to ask the Program Development Committee to add the Pin Count for New Members to the agenda for the upcoming PDS in Little Rock, Arkansas. Morgan Barton suggested that we add it to the App so it can also remind attendees on their phone electronically. We will discuss it further at the next meeting.

We reviewed the suggestion of having 5 special pins strategically placed within members of the Society. Morgan Barton liked the idea but was concerned that perhaps it may appear to have a negative connotation that only “Special” members received this pin. She suggested that instead we create an awards program, speak to those same strategic members of the Society before the dinner and they each choose 1 person who made an impression on them. We could give the pins as the award. Angela Smith suggested calling it the “Lasting Impression” Award, but we will discuss further how we would like to proceed at our next meeting.

Angela Smith will speak with the host state members of Arkansas to see where we are with giving a proposal to the Executive Committee regarding offering a pilot program for a virtual PDS with the Concurrent and/or Break Out Sessions. If they can do it and the committee approves, Angela Smith will give the proposal to the Executive committee for their approval.

New Business

During the Site Selection Committee meeting, Arkansas provided a rough draft of their agenda. Currently, they have carved out 45 minutes (5:00 p.m. to 5:45 p.m.) for the New Membership Orientation on that Sunday. Angela Smith will ask the Program Development Committee if they can give us more time, approximately 1.5 to 2 hours (3:45 p.m. to 5:45 p.m.) if possible, so we can keep the format of the previous New Membership Orientation held in Maine. Morgan Barton and Angela Smith also suggested a short trivia about the host state (3 questions) and give prizes to the winners. We will further discuss this at our next meeting.

Adjournment

Upon motion by Morgan Barton (Mo.), the meeting was adjourned at 2:43 p.m., without objection.

Respectfully submitted,
Angela Smith (La.), Chair

Support Staff Committee Meeting Minutes

2021 NCSL Legislative Summit
Tampa, FL
Tuesday, November 2, 2021

Call to Order

The meeting of the Support Staff Committee was called to order at 2:07 p.m. by Josh Babel (Ariz.), Chair.

Attendance

The following members of the committee were present: Josh Babel (Ariz.), chair; Ron Smith (La.), Kathy White (Mo.) and Keri Wolters (Mo.).

Approval of Minutes

Upon a motion by Ron Smith (La.), and seconded by Kathy White (Mo.), the minutes of the last meeting held October 6, 2021, at the ASLCS Professional Development Seminar in Portland, Maine, were approved.

Old Business

Chair Josh Babel provided an update on the Associate Exchange Program (AEP). There are approved associates who have not completed the program due to COVID restrictions and he has reached out to those associates to inquire whether they still want to participate. The Chair also said he anticipates opening up the AEP to 1 to 2 more associates for 2022.

Chair Josh Babel stressed completing the surveys from the PDS in Maine and the importance of their use for planning.

More discussion was had about the Legislative Expo and moving it to a later time slot in the day to encourage more participation.

New Business

Chair Josh Babel asked the committee for input on ideas for a concurrent session. An idea was presented to focus on the motivations of the new workforce of associates.

Adjournment

There being no further business before the committee, upon a motion by Ron Smith (La.), and seconded by Kathy White (Mo.), the meeting was adjourned at 2:38 p.m.

Respectfully submitted,
Josh Babel (Ariz.), Chair

Legislative Staff Shout Outs

Megan Martin, Pennsylvania Senate

HUGE shout-out to my SecSen legislative team in the PA Senate! My Chief of Staff/Assistant Secretary of the Senate, Jess Rodic, along with Nate Sanko, Sue Zitto, Trey McElwee, Elizabeth Richardson, Ashley Haldeman and Angie Reigle, are the BEST! I could not do what I do every day if they did not excel at what they do! I could not ask for a better, more capable, knowledgeable and dedicated team of public servants to work with every day!

Martha Jarrow, Arkansas House

Shout out to Daniel Loyd for being selected to participate in the 2022 Associate Exchange Program and is blessed to visit the Senate of Virginia! I am proud of him and the experience he will have with Susan Clarke Schaar, Clerk of the Senate and her staff. I know it will be amazing and I look forward to hearing about his journey and the professional growth he will bring home. Go Daniel!!

Martha Jarrow, Arkansas House

To my complete Member Services team, thank you for all the hard work you do! I appreciate your dedication and the pride you show daily in your case work and research. I can't put into words the joy that I have when I walk into our office. Your commitment to making sure all 100 members receive the best guidance is amazing. Seeing you strive constantly to share with each other and reach resolution together on cases is such a rewarding feeling. My goal is to make each of you grow as a result of my presence and to make sure that the impact lasts in my absence. This is true leadership. Again, thank you and keep God first and watch how only goodness will come our way!

Sabrina Lewellen, Arkansas Senate

I am so grateful for Ann Cornwell, Director and Secretary of the Arkansas Senate. This year has presented challenges and a few valleys, yet through it all, she has been a stellar example of professionalism, poise, dedication and leadership. Thank you Ann for all that you are and all that give to our state

Sarah & Colleen, Washington Sec. of the Senate Office Team

This year brought so many changes not only with a new Secretary and Deputy but with our everchanging COVID response. This often required each of you to shift very quickly and you put in tremendous effort into making it all happen seamlessly so we could have a successful session. You rose to the occasion and preformed exceedingly well under immense pressure, this did not go unnoticed. Thank you to each of you, Bre, Brittany, Laura, and Sean for being a part of this amazing team. We are honored to work with you.

Megan Selin Allen

Janice Gadd, Journal Clerk for the Utah House of Representatives: Janice has a wealth of knowledge from her impressive, long experience with Journaling for the House and she's a great go-to for help. She's also one of the best you could have with you during a session to keep the levity so the crazy doesn't get too hard.

Megan Selin Allen

Phalin Flowers, Administrative Assistant for the Utah House of Representatives: You'd be hard-pressed to find a more diligent, detailed, dedicated staffer who has experienced a lot of different angles of the legislative process and is adept at putting those angles together to understand the crux of the process.



Spring Business Meeting

April 29-30, 2022

Hyatt Centric Las Olas in Fort Lauderdale, Fla.

Learn more at: www.ncsl.org/aslcs





The graphic features a stylized mountain range in the background. In the foreground, a dark green shield-shaped emblem contains a line-art illustration of evergreen trees and a mountain peak. Below the illustration, the text "NCSL LEGISLATIVE" is written in a small, white, sans-serif font, with a small dome icon to the left of "NCSL". Below this, the word "SUMMIT" is written in large, bold, orange, sans-serif capital letters. At the bottom of the shield, "DENVER • 2022" is written in white, sans-serif capital letters. Below the shield, a dark brown horizontal band contains the text "AUG. 1-3 | REGISTRATION OPENS APRIL 2022" in white, sans-serif capital letters, followed by "Learn more at www.ncsl.org" in orange, sans-serif text.

AUG. 1-3 | REGISTRATION OPENS APRIL 2022
Learn more at www.ncsl.org

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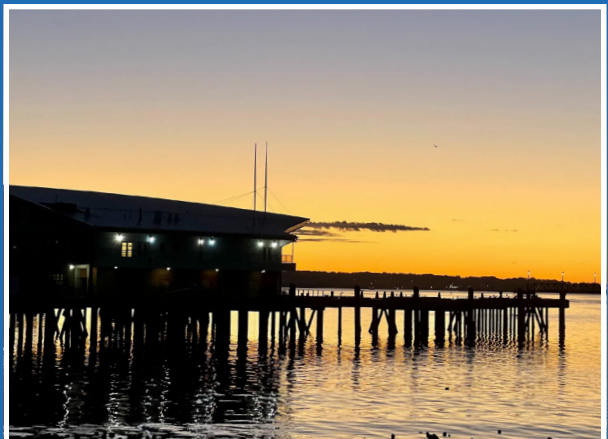
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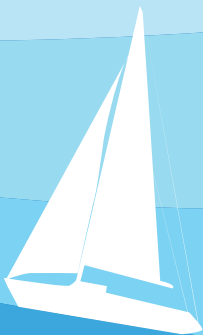
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